

SiteManager **Training Manual**



Module B
Chapter 9

Daily Work Reports (+)
Reference Tables

Section B-9-2-1

Creating the Contract Master List

Student's Version

Indiana Department of Transportation
September 2007, Version 3.7a

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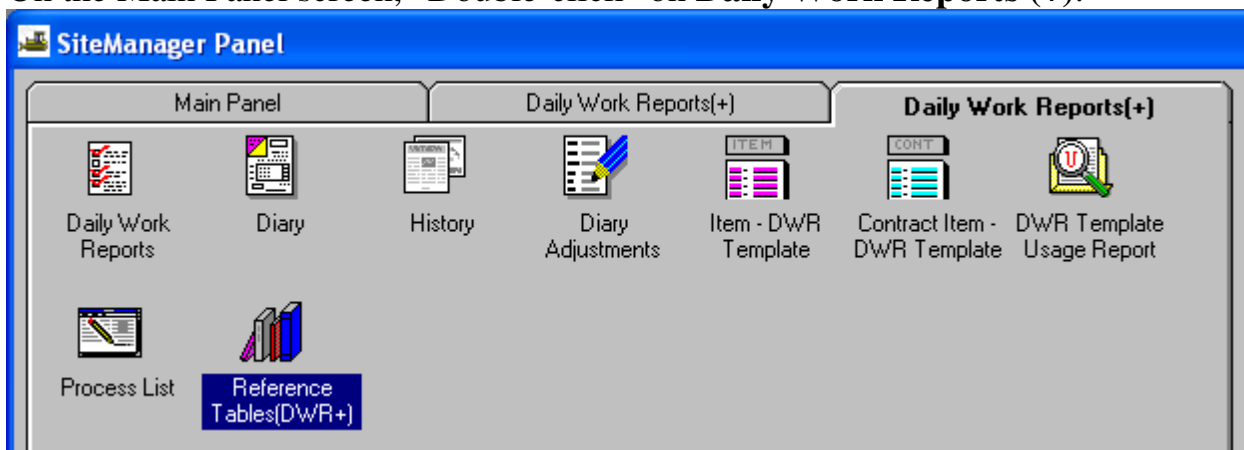
Creating the Contract Master List

This section will explain how to create a Contractor Master list located in the Reference Tables (**Daily Work Reports +**) section. This includes the Contractor's supervisor staff, personnel and equipment, and INDOT staff members.

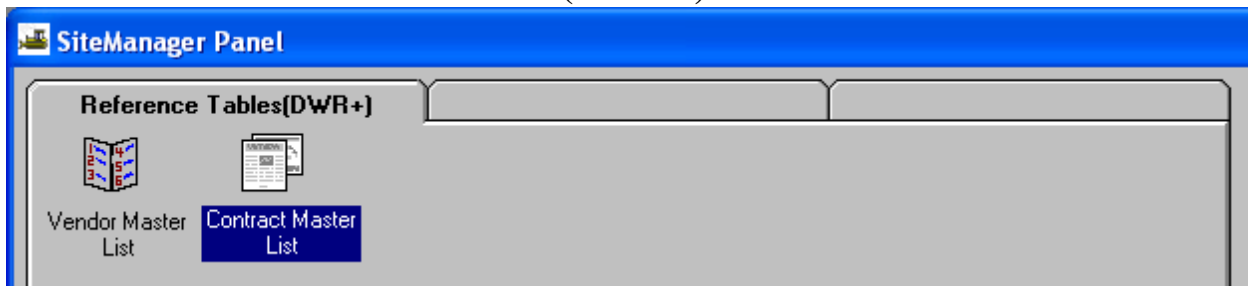
NOTE: The PE/ S will create the Master list for the Construction Inspector to view. The PE/S will modify the Contractor Vender list prior to Inspectors pipelining down contract data.



On the Main Panel screen, “Double-click” on **Daily Work Reports (+)**.



“Double-click” on **Reference Table (DWR +)**.



“Double-click” on **Contractor Master List**.

Select Contract Vendor

Selection

Contract ID
Vendor

Find :

Contract ID

Contract ID	Vendor ID	Fed State Proj Nbr	Status	County	Lvl 2	Lvl 3	Lvl 4	Location Description 1
R -90002	99-9999988	STP 3387005	ACTV	C087	660			ON SR 261 AT QA
R -90003	99-9999977	STP 3387005	ACTV	C087	660			ON SR 261 AT QA
R -90004	99-9999966	STP 3387005	ACTV	C087	660			ON SR 261 AT QA
R -90005	99-9999955	STP 3387005	PEND	C087	660			ON SR 261 AT QA
R -90006	99-9999999	STP 3387005	ACTV	C087	660			ON SR 261 AT QA
R -90007	99-9999988	STP 3387005	ACTV	C087	660			ON SR 261 AT QA

OK Cancel

The Select Contract Vendor window appears.

The Bottom Panel contains the following columns:

- **Contract ID:** the **Contract ID** is the identification number assigned to the contract.
- **Vendor ID:** the **Vendor ID** is the INDOT assigned identification number for the Prime Contractor.
- **Fed State Proj Nbr:** the **Fed State Proj Nbr** is the unique identifier for the project.
- **Status:** the **Status** column indicates current status of the project, Active, Pending, Complete, or Archived.
- **County:** the **County** column shows the County where the majority of the work is located.
- **Lvl 2:** The **Lvl 2** column indicates the District office administering the contract.
- **Lvl 3:** The **Lvl 3** column is not utilized by INDOT.
- **Lvl 4:** The **Lvl 4** column is not utilized by INDOT.
- **Location Description 1:** the **Location Description 1** column contains the description of the actual limits of the contract.

“Double-click” on the appropriate contract.

Find :

Vendor

99-9999644	GRINDING TEETH MILLERS
99-9999655	ODD SHAPE CONCRETE CO.
99-9999666	MOLEHILL SOD CO.
99-9999677	NIGHT TIME PAVING CO.
99-9999699	REFLECTIVE GUARDRAIL CO.
99-9999966	PAVE'UM RIGHT CO

OK Cancel

“Double-click” on the appropriate **Vendor**.

AASHTO SiteManager

File Services Window Help

Contract Master List

Contract ID: R-90004 Vendor ID: 99-9999666 MOLEHILL SOD CO.

☒ Equipment ☐ Personnel ☐ Supervisor ☐ Staff Member

Vendor Master List:

Eqp ID	Equipment Description
AC100	Air Compressor
AML100	Aerial man lift
ASP100	Aggregate Spreader/placer
BH100	Back Hoe
BM100	Boring Machine
CATM100	Concrete Automatic Tinning Machine
CBD100	Concrete Bridge Deck Finisher
CCM100	Corrugation Cutting Machine
CD100	Chemical Distributor
CM100	Crane-Mobile
CMBP100	Concrete Mechanical Belt Placer
CSFP100	Concrete Slip Form Paver
CT100	Crane-Tire

Add ->
Add All ->>
<- Remove
<<- Rem All

Contract Vendor List:

Eqp ID	Equipment Description
D100	Dozer
DS100	Disk-Soil
F100	Forklift
GA100	Grade-All
H100	Harrow
HS100	Hydro-Seeder
M100	Mower
MT100	Mulch Tiller
S200	Seeder
SB100	Straw Blower
T100	Tractor
TORD100	Truck-Off Road Dump

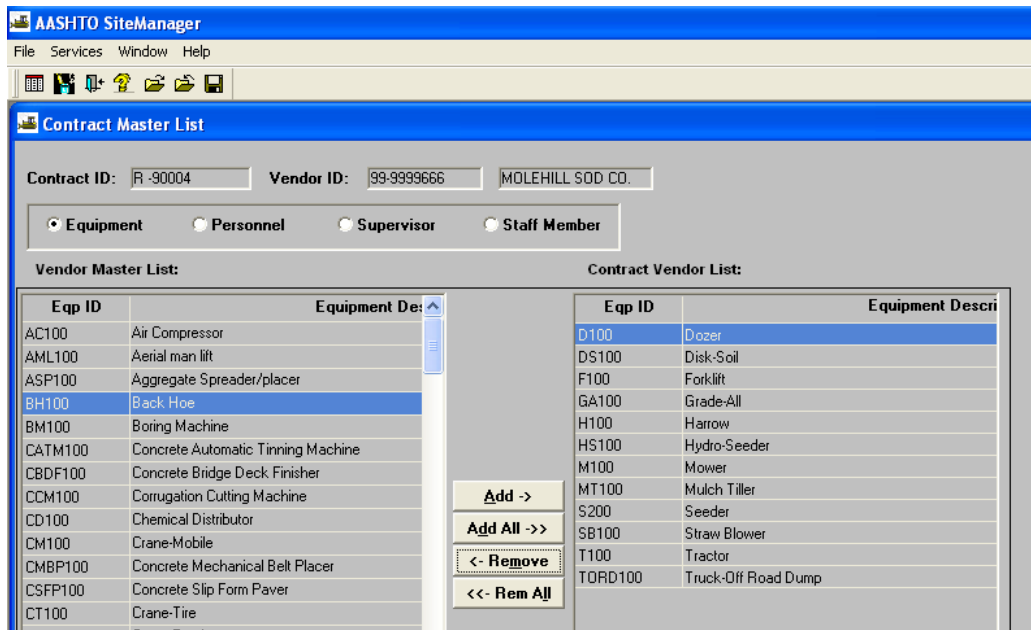
The Contract Equipment Master List appears containing the following information:
In the upper panel;

- **Contract ID:** **Contract ID** is the identification number assigned to the contract.
- **Vendor ID:** **Vendor ID** is the INDOT supplied identification and name for the Vendor.

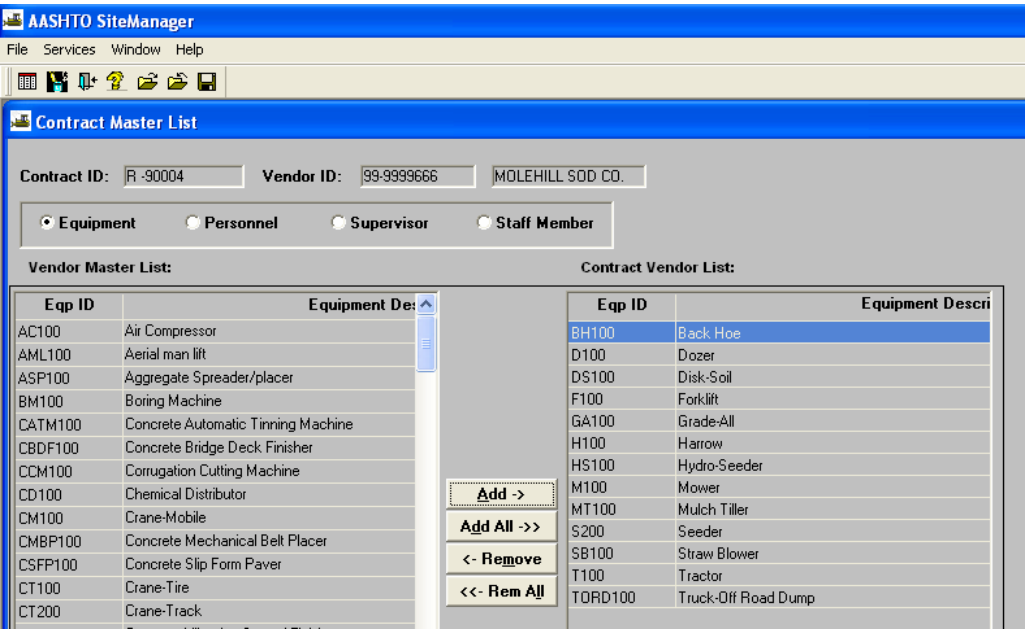
At the top of the **Contract Master List** panel appear four buttons for:

- **Equipment:** displays a list of equipment available for use by the Vendor.
- **Personnel:** displays a list of Non-Supervisory personnel available for use by the Vendor.
- **Supervisors:** displays a list of Supervisory Personnel available for use by the Vendor.

Staff Member: not utilized by INDOT



When first opened the Equipment Button will have been automatically selected.
 “Click” on the appropriate **Equipment Description** in the **Vendor Master List**.
 “Click” the **Add** button located between the two panels.



This process will move the pieces of equipment to the **Contract Vendor List**. Repeat this process until all appropriate equipment has been added to the **Contract Vendor List**. The **ADD ALL** button located between the two panels adds every single equipment item into the **Contract Vendor List**.

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File Services Window Help

Contract Master List

Contract ID: R-90004 Vendor ID: 99-9999666 MOLEHILL SOD CO.

☒ Equipment ☐ Personnel ☐ Supervisor ☐ Staff Member

Vendor Master List:

Eq ID	Equipment Description
AML100	Aerial man lift
ASP100	Aggregate Spreader/placer
BM100	Boring Machine
CATM100	Concrete Automatic Tinning Machine
CBD100	Concrete Bridge Deck Finisher
CCM100	Corrugation Cutting Machine
CD100	Chemical Distributor
CM100	Crane-Mobile
CMBP100	Concrete Mechanical Belt Placer
CSFP100	Concrete Slip Form Paver
CT100	Crane-Tire
CT200	Crane-Track

Contract Vendor List:

Eq ID	Equipment Description
AC100	Air Compressor
BH100	Back Hoe
D100	Dozer
DS100	Disk-Soil
F100	Forklift
GA100	Grade-All
H100	Harrow
HS100	Hydro-Seeder
M100	Mower
MT100	Mulch Tiller
S200	Seeder
SB100	Straw Blower
T100	Tractor

Buttons: Add -, Add All ->, < - Remove, << - Rem All

Remove a piece of equipment in the **Contract Vendor List** by “clicking” on the appropriate **Equipment Description** in the **Contract Vendor List** and “clicking” the **Remove** button.

The **Equipment Description** selected will be returned to the **Vendor Master List** box.

REM ALL- The remove all button located between the two panels removes every single equipment item from the **Contract Vendor List**.

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File Services Window Help

Contract Master List Save

Contract ID: R-90004 Vendor ID: 99-9999666 MOLEHILL SOD CO.

☒ Equipment ☐ Personnel ☐ Supervisor ☐ Staff Member

Vendor Master List:

Eq ID	Equipment Description
AC100	Air Compressor
AML100	Aerial man lift
ASP100	Aggregate Spreader/placer
BM100	Boring Machine
CATM100	Concrete Automatic Tinning Machine
CBD100	Concrete Bridge Deck Finisher
CCM100	Corrugation Cutting Machine
CD100	Chemical Distributor
CM100	Crane-Mobile
CMBP100	Concrete Mechanical Belt Placer

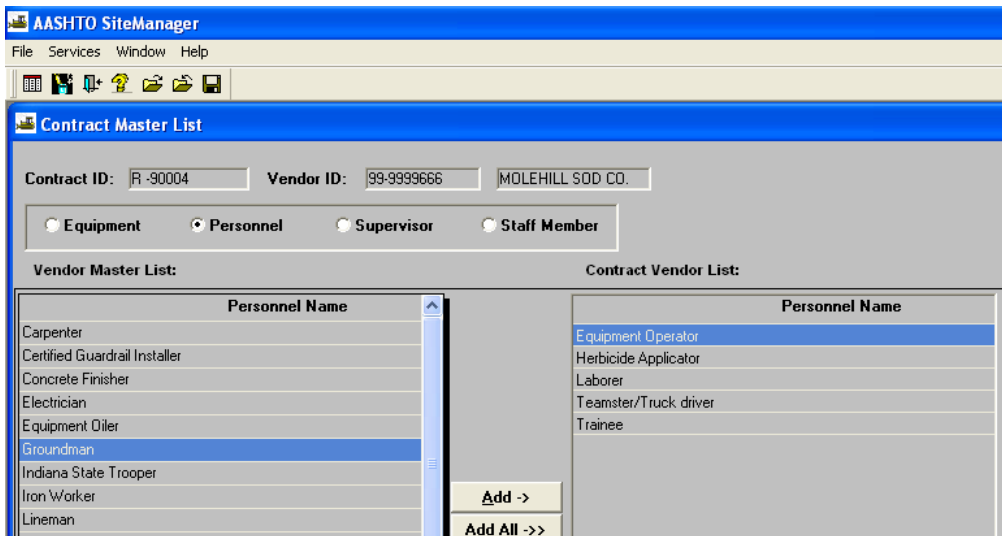
Contract Vendor List:

Equipment Description	Active
Back Hoe	<input checked="" type="checkbox"/>
Air Compressor	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>

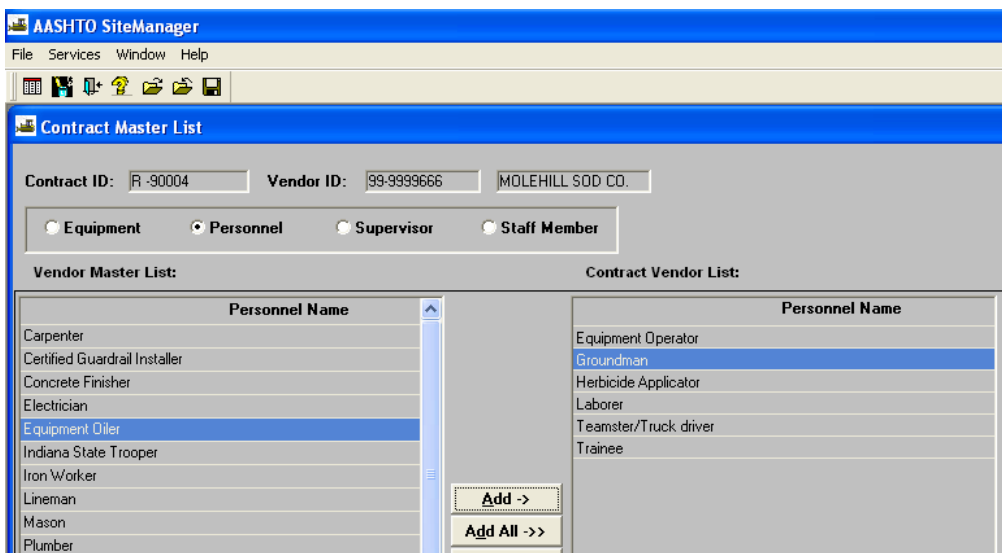
Buttons: Add -, Add All ->

After all of the appropriate pieces of equipment are selected and added to the **Contract Vendor List**, “click” the **Save** button.

NOTE: Removing the check from the Active check box beside an item will inactivate that item in the DWR. This can be done by scrolling to the right on the **Contract Vendor List**.



“Click” on the **Personnel** button to modify the **Contract Vendor List**’s personnel
 “Click” on the appropriate **Personnel Names** in the **Vendor Master List**.
 “Click” the **Add** button located between the two panels.



The **ADD ALL** button located between the two panels adds every single **Personnel Name** into the **Contract Vendor List**

Remove a **Personnel Name** in the **Contract Vendor List** by “clicking” on the appropriate **Personnel Name** in the **Contract Vendor List** and “clicking” the **Remove** button.

The **Personnel Name** selected will be returned to the **Vendor Master List** box.

REM ALL- The remove all button located between the two panels removes every single **Personnel Name** from the **Contract Vendor List**.

After all of the appropriate **Personnel Names** are selected and added to the **Contract Vendor List**, “click” the **Save**  button.

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File Services Window Help

Contract Master List Save

Contract ID: R-90004 Vendor ID: 99-9999666 MOLEHILL SOD CO.

☐ Equipment
 ☒ Personnel
 ☐ Supervisor
 ☐ Staff Member

Vendor Master List:

Personnel Name
Carpenter
Certified Guardrail Installer
Concrete Finisher
Electrician
Equipment Operator
Indiana State Trooper
Iron Worker
Lineman
Mason

Contract Vendor List:

Personnel Name	Active
Equipment Operator	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>

Add -> Add All ->>

NOTE: Removing the check from the Active check box beside a **Personnel Name** will inactivate that item in the DWR. This can be done by scrolling to the right on either the **Vendor Master List** panel or **Contract Vendor List** panel.

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File Services Window Help

Contract Master List

Contract ID: R-90004 Vendor ID: 99-9999666 MOLEHILL SOD CO.

☐ Equipment
 ☐ Personnel
 ☒ Supervisor
 ☐ Staff Member

Vendor Master List:

Supervisor Name
Bridge Foreman
Grade Foreman
HMA Paving Foreman
Misc. Carpenter Foreman
PCCP Paving Foreman
Pipe Structure Foreman
Superintendent

Contract Vendor List:

Supervisor Name
Embankment Foreman
Foreman
Specialty Foreman

Add -> Add All ->> <- Remove

“Click” on the **Supervisor** button to modify the **Contract Vendor List**’s personnel
 “Click” on the appropriate **Supervisor Names** in the **Vendor Master List**.
 “Click” the **Add** button located between the two panels.

The **ADD ALL** button located between the two panels adds every single **Supervisor Name** into the **Contract Vendor List**.

Remove a **Supervisor Name** in the **Contract Vendor List** by “clicking” on the appropriate **Supervisor Name** in the **Contract Vendor List** and “clicking” the **Remove** button.

The **Supervisor Name** selected will be returned to the **Vendor Master List** box.

REM ALL- The remove all button located between the two panels removes every single **Supervisor Name** from the **Contract Vendor List**.

After all of the appropriate **Supervisor Names** are selected and added to the **Contract Vendor List**.

NOTE: Removing the check from the Active check box beside a **Supervisor Name** will inactivate that item in the DWR. This can be done by scrolling to the right on either the **Vendor Master List** panel or **Contract Vendor List** panel.

“Click” the **Save**  button.

Only those selections made will now appear in the drop down boxes in the **Contractors**, **Contractors Equipment** and **Daily Staff** tabs in the **Daily Work Reports** section of SiteManager.

“Click” the **Close**  button located on the toolbar.

Creating the Contract Master List

Exercise B-9-2-T Group Exercise

Log into SiteManager as d90afaul

Password: pass

Navigate from **Main Panel**:

“Double-Click” on **Daily Work Reports**

“Double-Click” on **Reference Tables (DWR+)**

“Double-Click” on **Contract Master List**

“Double-Click” on **Contract ID: R-90004**

“Double-Click” on **Vendor: GRINDING TEETH MILLERS**

Equipment

“Click” on **AC100 Air Compressor**

“Click” on **Add** button

“Click on **BH100 Backhoe**

“Click” on **Add** button

“Click” on **Save** located on the Toolbar

Personnel

“Click” on **Personnel**

“Click” on **Carpenter**

“Click” on **Add**

“Click” on **Laborer**

“Click” on **Add**

“Click” on **Save** located on the Toolbar

Supervisor

“Click” on **Supervisor**

“Click” on **Add All**

“Click” on **Save** located on the Toolbar

“Click” on **Close** located on the Toolbar